

# TOWN OF BLACKSBURG

## Town Manager's Monthly Operation and Information Report

March 2005

### TOWN MANAGER'S OFFICE

#### HUMAN RESOURCES DIVISION

- ❖ Prepared advertisements and postings, recorded EEO data for applicants, prepared transmittals for departments, reviewed interview questions, and processed returned applications for all March transactions. The following positions were posted during the month:
  - Skilled Maintainer/Utility – Public Works
  - Recreation Supervisor/Athletics - Recreation
  - Housing/Community Development Mgr. – Town Manager's Office
  - Mechanic - Transit
  - Administrative Assistant (Wage) – Public Works
  - Landscape Assistants (Wage) – Public Works
  - Recreation Assistant/Comm. Ctr. (Wage) – Recreation
  - Bus Operators (Wage) – Transit
  - BT Access Operator (Wage) – Transit
  - BT Access Scheduler (Wage) – Transit
- ❖ Conducted New Hire Sessions for Pay Plan employees this month.
  - Police Officer – Police
  - Accounting Technician I – Police
  - Planner – Planning & Engineering
  - Skilled Maintainer/Utility – Public Works
  - Inspector – Planning & Engineering
- ❖ Conducted Exit Interviews this month.
  - Community Housing/Development Manager – Town Mgr.'s Office  
Voluntary Resignation for Better Opportunity
  - Foreman/Utility – Public Works  
Retirement
- ❖ Processed 79 status changes and 6 benefit changes.
- ❖ Assisted supervisors with EAP referrals, employee issues, disciplinary actions, investigations, and grievances; in conjunction with the Town Manager as necessary.
- ❖ Met with and assisted employees regarding work related issues or concerns.
- ❖ Assisted employees with VRS retirement estimates and purchase of prior service calculations and paperwork.
- ❖ Prepared a retirement application for an employee planning to retire on 6/01/2005.
- ❖ Attended the New River Valley Insurance Consortium meeting to consult with carriers that provided viable proposals for the July 2005 contract year. Proposals were obtained to join the self-insured dental plan with the Consortium.
- ❖ Prepared the Town's information to be used in the appeal of a former Town employee denied unemployment compensation. Represented the Town during this hearing. The VEC appeals examiner upheld the denial of benefits.
- ❖ Worked in conjunction with the Purchasing Manager to prepare the RFP for recruitment services for the position of Town Manager. Currently working as the liaison between Town Council and the selected recruitment firm.
- ❖ The Employee Advisory Team met to continue the discussion of revisions to the Rules & Regulations for July 2005. Additional information was provided to update members on the July 2005 insurance coverage renewal.
- ❖ Prepared and distributed the Spring 2005 BEST catalog in electronic and printed format. Coordinated BEST classes conducted during March, including Unlawful Harassment for New Hires and individualized financial planning through ICMA's deferred compensation plan. Conducted one session of Unlawful Harassment for New Hires.
- ❖ Met with counterparts from Montgomery County and the Town of Christiansburg to determine mutual needs for regional training. A series of three supervisory sessions will be offered bi-annually. New Hire Orientation will be offered on a quarterly basis starting in April.
- ❖ Prepared information for FOIA request on Council salaries and benefits.

- ❖ Researched comparable jobs and salaries to form the job specification and compensation for the position of Management Administrator in the Town Manager's Office. Participated in the interviews conducted for this position, along with the Assistant Town Manager and Police Chief.
- ❖ Attended Program subcommittee meeting of the NRV chapter of the Society of Human Resource Managers. Attended Executive Board meeting for NRV SHRM. Attended general monthly meeting of NRV SHRM for an employment law update.
- ❖ Attended United Way Board Meeting.
- ❖ Prepared Human Resources section of the outgoing Town Manager's transition plan.
- ❖ Completed salary surveys for the City of Roanoke Police Department and Harrisonburg.
- ❖ Attended EMT retreat to review the outgoing Town Manager's transition plan.
- ❖ Organized the retirement reception for the outgoing Town Manager.
- ❖ Prepared monthly evaluation notices and past due notices for applicable Directors.
- ❖ Continued to assist employees with processing of claims from Southern Health Plan.
- ❖ Continued the recognition of employees by sending cards to all employees celebrating a birthday, marriage, or birth of a child in March.

### **COMMUNITY RELATIONS DIVISION**

The Community Relations Manager began or completed the following projects in the month of March:

- ❖ Finalized new Farmers Market banners and Town Spring/Summer banners.
- ❖ Finalized April Issue of About Town.
- ❖ Continued to work with the new Museum Coordinator on Blacksburg Museum and Odd Fellows Hall initiatives.
- ❖ Continued to work with Blacksburg Partnership on the Hokie Bird Art Project, the ICSC Alliance Luncheon, and other marketing efforts.
- ❖ Participated in a learning exchange and traveled to Athens, Georgia to meet with their economic development and local government representatives.
- ❖ The Community Relations Office continues to administer the Blacksburg Alert system. There are currently 2304 subscribers.
- ❖ Developed new electronic visuals policy for Council Chambers.
- ❖ Continued working with the Water Authority on a Public Information campaign for the change over to chloramination for water disinfection. Presented campaign timeline and initiatives to Council.
- ❖ Finalized the design and printing of the 2004 Water Quality Report.
- ❖ Served as a judge for the PRSA awards program.
- ❖ Created a spring projects notification section on the web and distributed notification through Blacksburg Alert.

The Museum Coordinator completed the following tasks in March:

- ❖ Attended the Virginia Association of Museums Annual Conference in Portsmouth, VA March 12-15. Participated in discussion sessions and workshops on collections management and storage, walking tours, web-based exhibitions and programming, and other museum management issues.
- ❖ Continued planning a street festival with the Odd Fellows Hall Sub-committee co-sponsored by the Christiansburg Institute for July 2, 2005.
- ❖ Installed an exhibition at Glencoe Museum featuring some of our items from the Montgomery Museum exhibition, *Blacksburg, What's In a Name* and attended the Glencoe Museum Open House on March 6 to answer questions about the exhibit.
- ❖ Installed a small exhibition of items from the collection for the Municipal Building Lobby.
- ❖ Continued meeting with the Museum Coalition, a group of local museum directors and volunteers, on ways to collaborate.
- ❖ Coordinated presentations by Archetype and Commonwealth Architects regarding the Black House and Odd Fellows Hall respectively for the March 29<sup>th</sup> Town Council Work Session.
- ❖ Met with Belinda Reeder and Cy Merkezas of Archetype to begin negotiating Phase II of the Black House Restoration.
- ❖ Began meeting with the 16 Squares Initiative group on plans to educate the public on the 16 Squares and develop signage for the area.
- ❖ Worked on reviving the 1998 Bicentennial Walking Tour and putting it online.
- ❖ Began work on the Museum's newsletter to be sent out quarterly
- ❖ Coordinated the Football Parking Fundraiser. As of the March 18<sup>th</sup> renewal deadline, 47 of 63 spaces were renewed. Spaces are now available to the public on a first come, first serve basis.
- ❖ Attended meeting of the Lyric Theater 75<sup>th</sup> Anniversary committee as the Town's representative
- ❖ Invited to be a Community Advisor to the Distribution Committee of the Community Foundation of the New River Valley to serve as a consultant on arts and cultural issues. The Community Foundation is a non-profit organization that distributes donations from individuals and groups in the form of small grants to New River Valley

organizations in the fields of social service, education, preservation and conservation of natural resources, health, community and civic affairs, arts and culture, and religious groups.

**WTOB Programs Produced in March**

- ❖ *Blacksburg Newsline* produced by Derley Aguilar: in production.
- ❖ *Planning Commission Agenda* produced by Chip Herman.
- ❖ *eneRGy: Your Recreation Guide* produced by Jennifer Tuttle features fitness with Yoga and Pilates instruction.

**Special Productions**

- ❖ *Blacksburg Sports Club*: taped 5 guest speakers.
- ❖ *Blacksburg Transit Rodeo*: produced a video for BT about the changes in this year's Rodeo. For internal use only.

**Notes**

- ❖ WTOB submitted 5 entries for the NATOA government programming awards:
  - *Benches in Bloom* and *The American Soldier* for Documentary – Profile
  - *Par for the Course* for Profile of a City/County Department
  - *eRecycling—Do it Right! And Vacation House Checks* for Public Service Announcements.
- ❖ Finalists for the awards will be notified in July.
- ❖ Derley Aguilar participated in weekly development meetings for the Planning and Engineering Department.
- ❖ WTOB staff was trained by John McKenna on the new method of uploading streaming video on the web.
- ❖ Derley Aguilar, Heather Browning, and Steve Jones reworked WTOB's digital transition upgrade RFP.
- ❖ Derley Aguilar attended the *Lyric's 75<sup>th</sup> Anniversary* Committee with Jessica Snow, Museum Coordinator. WTOB is interested in assisting the Lyric Theatre with publicity, including producing a history piece about the theatre.
- ❖ Derley Aguilar met with Courtney Thomas about her interests in volunteering with WTOB. She began volunteering once a week on March 29.
- ❖ Derley Aguilar was interviewed by three Virginia Tech students for their Television Production course.
- ❖ Derley Aguilar continues to work on the video production for the water change campaign.
- ❖ Chip Herman is assisting Heather Browning with researching signage for development projects around town.
- ❖ Chip Herman continues to produce a recycling video that is scheduled to air in April.
- ❖ Chip Herman and Jennifer Tuttle produced an Arbor Day promotional spot for the town's Earth Day/Arbor Day activities. A few town employees and local residents participated in this production.
- ❖ Jennifer Tuttle continues to work with Kim Kirk to update the Virginia Statewide Neighborhood Conference promotional video that will be given to the next host city.
- ❖ Jennifer Tuttle continues to work with the Parks and Recreation Department regarding promotion of their programs on WTOB.
- ❖ Approximately 35 announcements were added to the bulletin board.

**Web Administration**

**Updates**

- ❖ General updates of links
- ❖ Police press and announcements
- ❖ Blacksburg Transit
  - Parks and Recreation
  - General edits and maintenance
  - Updated schedules
- ❖ Maintenance of eNews
  - News Releases
- ❖ On going projects
  - General maintenance to include site search for and removal of orphan files and dead links, and error corrections
  - Town Council Web Cast Updates
  - General editing of content

**Web Projects**

- ❖ Complete Minutes content manager
  - Continue agenda Content Management System
  - Mirror Blacksburg Transit on BEV
- ❖ Begin redesign of boards and committees pages
- ❖ Begin Project pages design and database architecture

**Other**

- ❖ Organized web team meeting

**Site Statistics**Summary

- ❖ 10,570 unique visitors came to the site, as determined by the typical behavior of browsers accepting user-identifying cookies and including a projection of the true number of visitors not accepting cookies.
- ❖ Visitors came from 8,357 distinct Internet addresses.
- ❖ The web server delivered 6,614 unique documents one or more times each.

The top five visited pages by accesses for March are:

Page	Accesses
Calendar.php	21,091
jobs.php	2,236
person.php	2,231
maps.php	1,610
comp_plan/plan.php	1,504

**HOUSING AND COMMUNITY DEVELOPMENT DIVISION**

- ❖ Held the Annual Consolidated Plan public meeting to comment on the 2005 Action Plan and re-programming of 2004 funds.
- ❖ Continuing efforts to obtain easements along Lee Street.

**Neighborhood Enhancement Program**

- ❖ Town Gown Community Relations Committee meeting 3/24/05
- ❖ Met with the VP of Student Programs and Student Affairs to encourage continued partnership between NEP and the VT Student Government Association for submission of a \$400,000 (3 year) University Partnership Grant to improve communications between students and off campus residents within neighborhoods
- ❖ Working with Judicial Affairs to address off-campus behavioral complaints from citizens that are not enforceable by police and draft grant application for Community Coalition grant.
- ❖ State Neighborhood Conference: met with Public School to begin coordination to include area youth that attended last years conference and invite 20 new rising 8<sup>th</sup> graders from Blacksburg Middle School to participate next year. This is in response to the States Commission on Civic Education. Have contacted Delegate Shuler's aid and arranged to provide copy of the video and other information promoting Blacksburg's efforts to increase civic education and awareness to our youth. Attended State planning committee meeting in Charlottesville.
- ❖ Submitted 24 job sites for the Annual Big Event community service effort. This will meet the first of two special events in response to the Governor's Litter Control Campaign Initiative.
- ❖ Initiated planning meetings concerning VT Game Day Football Parking and a media campaign
- ❖ Met with Latoya King, VT representative for the Center for Public Administration and Policy (CPAP) along with the Town's Comprehensive Planner to engage in a partnership initiative to increase resources to pay interns.
- ❖ Attended 2 day affordable housing workshop on single family homes
- ❖ Attended Fair Housing Seminar sponsored by the New River Valley Apartment Council (NRVAP). Initiated partnership between NRVAP and New River Valley Board of Realtors in Fair Housing Campaign.

## TECHNOLOGY DEPARTMENT

- ❖ Director continues active role in HTE User Group Board of Directors
- ❖ Work continues on Transit ITS AVL project – after reviewing bids for on-bus hardware Computer Aided Dispatch (CAD) we have selected a vendor and are beginning the process of developing the project scope of work.
- ❖ Monthly BTAC meeting was held
- ❖ The fiber optical project at Parks and Recreation campus is completed and operational. The three buildings on campus are linked with fiber optic cable now.
- ❖ We have started the Fiber Optical circuit from Progress Street Fire Station to the Bennett House and to the Parks and Recreation Campus. This will be completed may the end of May.
- ❖ Technology has installed Rip and Run printers at the two fire stations and the rescue station.
- ❖ Technology is working with Rescue on a technology master plan. Fire and Police are involved in this effort. We had a meeting and concluded that at this time the needs of Fire and Rescue are so different that they will each pursue there own technology solution for back office systems.
- ❖ Director attended a BEV Board of Directors meeting. There is discussion of how BEV can invest in the Blacksburg community.
- ❖ Staff is working on a Cellular Telephone RFP. We have received bids and will be interviewing next month. We desire to have this project completed by the beginning of June.
- ❖ The final desktops and laptops for technology replacement will be delivered by the end of April
- ❖ Technology is working on infrastructure and asset management projects to better manage the network
- ❖ Technology is working with the web administrator to evaluate new web site content management tools

### Teams and Association Involvement

Environmental Management Systems - Pollution Prevention - EMSP2

Executive Management Team

Technology Enhancement Team

Instrumented City Initiative

eGovernment Team

Computer Operations Team

BRITE - Blue Ridge IT Executives – regional Local Government IT Executives

Montgomery County Information Technology Steering Committee

VALGITE - VA Local Government IT Executives – Statewide Local Government CIO Forum

NCTC - New Century Technology Council CIO Committee

VATOA – Virginia Telecommunications Officers and Advisors

NRV Telecommunications Group

BTAC – Blacksburg Telecommunications Advisory Committee

HTE User Group Board of Directors - Secretary

## FINANCE DEPARTMENT

### ACCOUNTING DIVISION

- ❖ List of New Businesses for March, 2005-Attached List
- ❖ Major revenue collections year-to-date as of March, 2005
 

▪ Real Estate Taxes	\$1,665,604	52.0% of budget
▪ Decals	\$ 59,554	20.2% of budget
▪ Meals Taxes	\$1,645,685	79.0% of budget
▪ Hotel Taxes	\$ 286,170	68.1% of budget
▪ Cigarette Taxes	\$ 295,214	88.1% of budget
▪ Sales Taxes	\$ 761,902	70.4% of budget
▪ Consumer Utility Tax	\$ 839,662	70.3% of budget
- ❖ Business License Renewals were due March 1.

### UTILITY BILLING DIVISION

- ❖ Number of connections 75
- ❖ Number of work orders 48
- ❖ Percent of waste stream recycled 15.5%  
(curbside program)
- ❖ Disconnects for non-payment of accounts 70
- ❖ Delinquent Notices Mailed 1,047
- ❖ Direct Debit Accounts 1,045



- ❖ Internet Payments Received 415
- ❖ Collected \$2,557.13 on delinquent final accounts that had ignored all Town communications. Used Set-off debt, VEC, Tech directory and telephone book to track down these accounts.
- ❖ Implemented Interdepartmental Billing for all Town accounts instead of checks.
- ❖ Ability to e-mail Utility Billing Summary Statement to customers on request.
- ❖ Click 2 Gov temporary PIN #'s print on bills to increase use of on-line payments.

#### **PURCHASING DIVISION**

- ❖ Awarded bids/RFP on: Engineering Services-Cedar Run; Response Vehicle-Rescue; Street Marking/Painting; Parking Lot Construction-Wong Park; Trucks for Public Works; Demolition of Highland Park Water Tanks.
- ❖ Renewed contract:
- ❖ RFP's/Bids Issued: Construction Project Manager for Blacksburg Transit; Stationery Supplies & Letterhead.
- ❖ RFP's/bids being evaluated: Wireless Infrastructure; A/E Services for South Main Fire Station; AVL Software & Equipment/Materials; Sanitary Sewer Study; Cell Phones; Construction of UCB Sewer Line.
- ❖ Upcoming RFP's and bids: Credit Cards; Heritage Park House; Office Supplies; Miscellaneous Asphalt; Miscellaneous Stone; Transit Addition; Sign Design.
- ❖ Quotes/Informal Bids: NEP Mowing Services; Turn-out Gear.
- ❖ Electronic Auction Sales: 3 vehicles and Wheels and Nurf Bars for \$19,412.50.
- ❖ Purchase Orders Issued 49 \$463,743
- ❖ Inventory Issues 351 \$ 11,250
- ❖ Blanket Orders Utilized 168 \$ 60,274

#### **ADMINISTRATION/MANAGEMENT INFORMATION SYSTEMS DIVISION**

- ❖ Working on Internet (Click 2 Gov) Vendor Registration application.
- ❖ Working on Version 3 upgrade to H T E Financial Management System.
- ❖ Working on Fiscal Year 2005/2006 Operating Budget.

#### **New Businesses for March, 2004**

<b>Name</b>	<b>Address</b>
Air Virginia LLC	1600 Ramble Road
Avid, LLC	1750 Kraft Drive #1400
Batten & Shaw Inc	Out of Town Contractors
Belevins Contracting	Out of Town Contractors
Chantilly Lace	922 University City Boulevard
Cinco De Mayo Tavern & Grill	211 Draper Road #B
CRC Copy Center Inc	1700 Tech Center Drive Suite 1200
Dean, Daniel F	Out of Town Contractors
Detailing by Davis	1500 South Main Street
Gallery, Inc	3601 Holiday Lane
Gardner LCSW, Laura	200 Country Club Drive Suite D-2
H & R Block	1300 South Main Street
Hart Inc. Jerermy	3807 Newton Court
Herr Industrial Inc	Out of Town Contractors
Innoviations Hair Salon LLC	909 Hethwood Boulevard
Luis & Jon's Carpet Cleaning	402 Clay Street SE
Malik, Hugo	2801 South Main Street Suite 08
Mitcham Repair Service Inc	Out of Town Contractors
New River Construction & Landscaping Design	Out of Town Contractors
Optics Innovations	200 Country Club Drive Suite C-1
Phoenix Integration Inc	1715 Pratt Drive
Templeton MD, Nina	1503 Carlson Drive
Thomas, Maureen S	Realtor
Veit, Douglas	Realtor
Webmail.US, Inc	2000 Kraft Drive Suite 1400

## **PARKS AND RECREATION DEPARTMENT**

#### **Golf Course Division**

- ❖ The Golf Course collected \$9,710.44

#### **Administrative Division**

- ❖ Park rentals and use of the Community Center totaled 13,748 participants.
- ❖ Earth Day planning is well underway for the April 23<sup>rd</sup> planting at the Heritage Park.

- ❖ The entire Department is working on the Summer issue of *The Recreator*.
- ❖ All sport fields are being worked on for the upcoming seasons.
- ❖ Planning is underway for the April 30<sup>th</sup> Blacksburg Flower & Garden Festival on College Avenue.
- ❖ Leagues are forming for softball
- ❖ Recreation supervisors met with Larry Spencer, Town Attorney, to describe more about our programs.
- ❖ Director attended Virginia Recreation & Parks Society's Award and Citation Committee meeting.
- ❖ Director submitted budget slide to Town Council.
- ❖ Work continues on the development of the Nature Center for Heritage Park to fulfill our grant requirements.
- ❖ Director hosted Industrial Park trail meeting with the Industrial Park businesses.
- ❖ Director attended senior trip and filmed the next *Energy* show of WTOB.

**Aquatic Center**

- ❖ The Aquatic Center collected \$37,910.78 for admission, rentals and sales.

## **POLICE DEPARTMENT**

### **OFFICE OF THE CHIEF**

- ❖ Accreditation Events: Lieutenant Davis continues to explore software and technology that will enhance the accreditation process. Due to budgetary constraints the IDS software was unable to be purchased, but fiscal year end monies may allow its purchase at a later date. Lieutenant Davis completed Police Executive Leadership School at the Robbins College of Business at the University of Richmond on March 17, 2005. Lieutenant is still learning the ins and outs of the accreditation process and is progressing well.
- ❖ Recruitment and Selection: Police Officer Carla King who was hired to fill the vacancy caused by a retirement is doing well in the Basic Law Enforcement Academy. Lt. Davis, Officers Sawicki and Hayes attended the Career Fair at Radford University this month and are scheduled to attend one at New River Community College next month.
- ❖ The Chief received and responded to several letters and emails of appreciation and commendation regarding the performance of numerous police personnel.
- ❖ The Chief and Key Staff Members attended numerous meetings during the month.
- ❖ Sergeant Harrison Vaughan retired on March 31, 2005 after 21 years of service to the Town. In his honor a retirement reception was conducted by the department on March 31, 2005.
- ❖ The eleven session of the Citizen Police Academy commenced March 17, 2005.

### **POLICE OPERATIONS DIVISION**

- ❖ Part I Offenses have increased from 47 reported in February 2005 to 70 reported in March 2005. Robberies have increased from 0 reported in February 2005 to 3 reported in March 2005. Comparing March 2004 to March 2005 we show a 1% decrease in Part I offenses. The clearance rate for Part I offenses in March 2005 was 36%. The total clearance rate for Part I and Part II offenses was 35%.
- ❖ Year-to-date offenses (Part I and Part II) have decreased 1% from a fiscal year total of 2411 in March 2004 to a fiscal year total 2020 in March 2005.
- ❖ The Emergency Response Team conducted their monthly training exercise on March 3<sup>rd</sup>. The Team was called out three times during the month. They conducted and assisted with three high risk search warrants on the 24<sup>th</sup>, 25<sup>th</sup>, and 31<sup>st</sup>.
- ❖ On March 25<sup>th</sup>, members of the Detective Unit conducted a raid on an illegal gambling operation in Terrace View Apartments.
- ❖ Evening shift personnel responded to two armed robberies on March 1, 2005, at the Glade Road Deli Mart and the Kentucky Fried Chicken. Both suspects were subsequently arrested the same evening.
- ❖ Additional patrols in the downtown area produced 23 arrests with the majority of these being alcohol related.
- ❖ The Mobile Speed Display Units was utilized only once this month for a total of 31 hours. The unit was setup on Progress Street three times.
- ❖ Selective Speed Enforcement activities were provided 7 times this month. Seven different locations were targeted for this activity. No Neighborhood Enhancement Program requests were received.
- ❖ Approximately 4.01 hours were expended on selective enforcement and a grand total of 313 traffic summonses were issued.

### **POLICE SERVICES DIVISION**

- ❖ Police personnel issued a total of 599 parking tickets this month. That figure represents a decrease of 207 from 806 that were written last month. The majority of the tickets were issued for meter violations 399. While there were tickets written in all categories, other notables included: 72 for no parking, 67 for yellow line, 21 for 2 hour parking, 48 for other violations. 9 for no town tag and 16 for permit parking
- ❖ Both generators used to power the police building and radio communications tower were tested and found to be functioning properly and there testing was documented for the CALEA files.

- ❖ The Crime Prevention Sergeant remains active with our Neighborhood/Apartment Watch programs and victim/witness follow-ups.
- ❖ Captain Bishop met with Keith Bolte (BFD) and Wayne Myers (BRS) to talk about any concerns they might have on the way calls are being dispatched. And concerns the department has about usage of the radio.
- ❖ Ms. Judith Kirkendall from the Department of Criminal Justice Services conducted an audit on security of Criminal record on March 11, 2005. Two minor problems were noted and these have been corrected.
- ❖ Officer Vernon Speese is currently attending the Forensic Training Academy for nine weeks of training. He has been assigned to the Evidence Technician Position upon Sergeant Vaughan retirement.

## **PUBLIC WORKS DEPARTMENT**

### **OPERATIONS DIVISION (Administration, Equipment Operations)**

- ❖ Director and staff attended the monthly EMS/P2 Sanitary Sewer meeting with P&E department staff to discuss sanitary sewer overflow (SSO) issues.
- ❖ Director and staff attended the monthly Instrumented City coordination meeting with Virginia Tech Transportation Institute (VTTI) and VDOT representatives.
- ❖ Director and staff attended the monthly Traffic Committee meeting.
- ❖ Director met with Virginia Tech Physical Plant and Real Estate Management representatives to formalize a Memorandum of Understanding for the shared Salt Storage Building.
- ❖ Director provided support to the committee selecting the sanitary sewer capacity and condition study consultant.
- ❖ Director and Utility Superintendent attended the Virginia Onsite Wastewater Recycling Association (VOWRA) conference in Roanoke on March 30<sup>th</sup>.
- ❖ Director and staff participated in project coordination meetings for the UCB Median project and the Clay Street Utility Underground project.
- ❖ Director met with the engineering consultant and a St. Mary's Catholic Church representative to discuss cost sharing opportunities associated with their alternative wastewater treatment system proposal.
- ❖ Town Garage responded to 3 winter storms during the month of March. Labor, material and equipment costs totaled \$4,519 for equipment maintenance.
- ❖ Town Garage mechanics performed 350 garage service job orders (vehicle repairs, equipment repairs, vehicle washing, field services, state inspections, preventive maintenance, etc.).

### **PARKS & LANDSCAPE DIVISION (Cemetery, Grounds, Horticulture, Parks, Solid Waste/Recycling)**

- ❖ Responded to 3 winter storms during the month of March. Labor, material and equipment costs totaled \$18,340 for sidewalks and parking lots. Labor and equipment costs totaled \$319 for airport snow removal activities.
- ❖ Conducted presentation to Council regarding the 460 bypass interchange landscaping project.
- ❖ Solicited quotes to spray pests on hemlock trees and broadleaf weeds in medians and select buildings.
- ❖ Set up tent and snow fencing for Easter Egg Hunt.
- ❖ Replaced sod at Kipp's Elementary School.
- ❖ Began mowing rights-of-way. Mulched and edged landscaped areas on various properties.
- ❖ Prepared Jaycee, Tom's Creek and Middle School fields for practice and games.
- ❖ Hauled sand for ball field repairs.
- ❖ Installed grill at shelter at Heritage Park.
- ❖ Removed swing set at Crestview Park in advance of water tank renovation.
- ❖ Repaired shed roof at the Recreation Administrative Complex.
- ❖ Began building gazebo behind the Senior Center.
- ❖ Marked out area for basketball court extension and repaired tennis net posts at Westover Park.
- ❖ Performed 3 cemetery internments and 3 cremation internments. Continued updating maps.
- ❖ Presented Phase I landscape accomplishments to the Cemetery Committee.
- ❖ Began cemetery spring cleanup.
- ❖ Began the annual Spring Clean-up program in the SE quadrant of town. Picked up 37 loads of debris resulting in labor, equipment and disposal costs of \$5,903, or \$160 per load.
- ❖ Developed handling procedures for universal waste once storage building is delivered on March 30<sup>th</sup>.
- ❖ Identified sources and quantities of potential chemical spills for spill prevention efforts.
- ❖ Contributed to planning and advertising of Earth Day celebration, Broomin' and Bloomin' and leaf compost giveaways.
- ❖ Conducted 2 leaf compost giveaways resulting in a total of 209 loads being given away ranging in size from pickup trucks to dump trucks.
- ❖ Continued to coordinate service issues with Waste Management.
- ❖ Picked up 83 dump truck loads of brush during Brush Collection resulting in labor and equipment costs of \$11,538 or \$139 per load.



**PROPERTIES DIVISION (Occupational Safety, Custodial Services, Buildings, Traffic Engineering, Pump Stations)****Occupational Safety Program**

- ❖ Continued Employee Safety Committee meetings at Public Works.
- ❖ Conducted 2 Employee Occupational Safety Classes with 21 Public Works employees in attendance.
- ❖ Continued visits to various jobsites, with specific attention being placed on storm drain upgrades and brush collection activities.
- ❖ Attended VML Training Classes covering Backhoe and Work Zone safety.
- ❖ Submitted a grant proposal to VML Insurance.

**Maintenance**

- ❖ Continued remodeling at Nellie's Cave Park.
- ❖ Replaced heaters and installed an emergency eyewash station in the Town Garage.
- ❖ Replaced garage doors at Fire House #1 and Town Garage.
- ❖ Repaired boilers at the Police Department and the Aquatic Center.
- ❖ Painted walls in the Thomas/Conner House.
- ❖ Removed contents of the Bennett House garage for demolition.
- ❖ Repaired roofs at Old Town Hall, Recreation Center and the Police Department.
- ❖ Repaired the handicap door openers at the Municipal Building.
- ❖ Installed shelving at the Municipal Building and hung pictures for the new Town Attorney's Office.

**Traffic Engineering**

- ❖ Repaired and/or replaced 98 street signs and serviced 135 parking meters

**STREETS DIVISION (Asphalt, Sidewalks, Storm Drains)**

- ❖ Responded to 3 winter storms during the month of March. Labor, material and equipment costs totaled \$46,263 for roadways.
- ❖ Removed gravel from walkways town wide.
- ❖ Repaired steps at Town Hall.
- ❖ Collected trash from Glade Road, Tom's Creek Road, North Main Street and South Main Street.
- ❖ Applied topsoil to yard located at 410 Cork Drive due to snow plow damage.
- ❖ Installed brick sidewalk at the Farmer's Market.
- ❖ Began installing storm drain on Montgomery Street.
- ❖ Created 12'x12' pad for liquid anti-icing tank.
- ❖ Performed 22 asphalt repairs town wide.
- ❖ Performed 98 hours of street sweeping town wide.

**UTILITIES DIVISION (Water Systems, Sewer Systems)**

- ❖ Installed 11 new ¾" water meters. Labor, material and equipment costs totaled \$4,810 or \$437 per meter.
- ❖ Repaired sewer lateral at Knob Hill Drive.
- ❖ Installed at 1½" meter and 140 ft. of 8" water line from Main Street to Lee Street to accommodate the new Pack Building.
- ❖ Installed 310 ft. of sewer line to the Wong House.
- ❖ Assisted with snow removal operations.
- ❖ Processed 425 Miss Utility requests to locate Town of Blacksburg water and sewer utilities.
- ❖ Performed 9 Special Pick-ups resulting in labor and equipment costs of \$1,651 or \$183 per load.

**VOLUNTEER FIRE DEPARTMENT**

---

**Fire Department responded to 61 incidents:**

41% Town =	25 Calls
16% County =	10 Calls
43% VPI =	26 Calls
0% Mutual Aid =	0 Calls

**Total Miles Driven:** 3976  
**Burn Permits issued:** 2 yes, 0 no  
**Training Hours:** 5  
**Total Est. Fire Loss:** \$0  
**Total Incident Man Hours:** 246

**Training:**

- ❖ Thermal Imaging Camera training
- ❖ Airpack
- ❖ 4 members attended Mid Atlantic Fire Expo and Chief's Conf.

**Committees represented by F. D.:**

- ❖ SW VA Fire and Life Safety Coalition
- ❖ SW VA Firefighters Association
- ❖ SW VA Arson Investigators
- ❖ Montgomery County Firefighters Assoc.
- ❖ VA Tech Safety Advisory Committee
- ❖ Mont. Co. Risk Watch Coalition
- ❖ Blacksburg Workplace Safety

**Inspections:**

- ❖ Zeppoli's Italian
- ❖ Kentucky Fried Chicken
- ❖ Starbucks
- ❖ Dairy Queen
- ❖ Mill Mountain Coffee
- ❖ Nerv Restaurant and Lounge
- ❖ Subway
- ❖ Touchdown Subs

On March 18, 2005 at 12:28 AM the fire department responded to a structure fire at 3354 Glade Road outside the town corporate limits. There were 3 burn victims at the fire with 2 being critical. One victim was treated and released from Montgomery Regional Hospital and two were flown to UVA Burn Center. On March 24<sup>th</sup> Paul Bowyer passed away. On March 28<sup>th</sup> Katie was flown to Shriners Hospital in Cincinnati Ohio. Still in critical condition but continuing to improve. On March 9<sup>th</sup> she moved her arms, legs and head. The fire was ruled accidental but there were no smoke detectors in the house. Paul was a retired teacher at Blacksburg High School and Katie is in the sixth grade at Blacksburg Middle School.

**VOLUNTEER RESCUE DEPARTMENT**Month/Year March 2004

			<b>This Month</b>	<b>Year To Date</b>
1. Training - # Hours			176	602
2. Rescue Calls - # Calls			175	343
3. Volunteer hours Expended on Calls			935	1780
4. Time Clock Volunteer Hours*			5028	5028
		<u>GOAL</u>	<u>MONTH</u>	<u>YR. AVERAGE</u>
4. *Response Times:	TOWN	7.00 MIN	5.48	6.12
(Time of dispatch to	COUNTY	12.00 MIN	10.85	10.73
on scene)	VPI	5.00 MIN	0.00	0.00
5. Reaction Times	TOWN	3.5 MIN	1.88	2.00
(time of dispatch	COUNTY	3.5 MIN	3.50	2.19
to in-service)	VA TECH	3.5 MIN	0.00	0.00

(NA = Not Available)

**\* Response times are the crucial element to be considered in evaluation of the service.**

The response times are calculated using all calls regardless of location. Determining an average target for responses is difficult as there are many factors which enter the picture, such as weather, location, time of day, available manpower, etc. However, we continue to strive for our goal.

\*\* County coverage area includes to Giles, Craig and Roanoke County lines.

Totals Calls Answered in the Month of **March 2004 :**

**BREAKDOWN OF CALLS:****Rescue Calls:**LOCATION:

Town	<u>107</u>
County	<u>68</u>
VPI & SU	<u>0</u>
Outside County	<u>0</u>
<b>Total</b>	<b><u>175</u></b>

VOLUNTEER HOURS:

Rescue Calls:	<u>935</u>
Standby / Service Calls:	<u>5963</u>
<b>TOTAL:</b>	<b><u>6898</u></b>

**\* New Time Clock Software: Volunteers will clock-in and clock-out while they are in the building for trainings, meetings, or while they are on call.**

**P L A N N I N G   &   E N G I N E E R I N G**  
**D E P A R T M E N T**

---

*March, 2005*

# P l a n n i n g   &   D e v e l o p m e n t   D i v i s i o n



## **Comprehensive Planning**

### **Long Range Planning Subcommittee of the Planning Commission**

Town staff reviewed all six Comprehensive Plan Annual Amendment proposals with the Long Range Planning Committee who met a total of five times. The six amendments include: Tom's Creek Sewer, Corridor Classification System, Alley/Unbuilt Rights-of-way, Airport related topics, VDOT surplus property, and the Miller Southside Neighborhood Master Plan. The Miller-Southside Neighborhood Master Plan was considered by the Neighborhood Planning Committee Feb 17, 2005 and was referred to the Long Range Planning Committee. The Committee drafted the Tom's Creek Sewer Amendment and completed their review on all other topics except the Neighborhood Master Plan. Planning Commission opens their discussion at the Public Hearing April 5, 2005.

### **Metropolitan Planning Organization (MPO)**

Town staff continued to work with Montgomery County, Town of Christiansburg, and MPO staff to review the transportation model, which will be used to evaluate current and future regional and local transportation networks. The transportation model, related data, and a schedule for the Transportation Plan update have been adopted by the Technical Advisory Committee of the MPO.

### **Brookfield Village Neighborhood Matching Grants**

Town staff reviewed and presented the Brookfield Village Grant request to the Neighborhood Planning Committee. The application included improvements such as a new swing set, climbing apparatus, and a bench to the existing town mini-park in Brookfield Village. Total project cost is approximately \$4,800, with the neighborhood pledging \$2,800 and Town Council matching with the maximum amount of \$2,000.

### **Miller Southside Neighborhood Master Plan**

The final draft of the master plan was reviewed by the Neighborhood Planning Committee and Long Range Planning Committee, both subcommittees of the Planning Commission. (See Long Range Planning Committee above.)



## **Development Administration**

The following development projects were reviewed or acted on in the month of March 2005:

### **Site Plans received for review:**

SP 04-002, Maple Ridge, Village 5, Georgia Street.  
SP 04-044, Blacksburg New School, 2500 block, North Main Street.  
SP 05-006, Village at Toms Creek, phase V, sewer, 1200 Redbud Road, initial review.  
SP 05-012, Hilltop Medical Office parking lot, 800 Davis Street, initial review.  
SP 05-014, Tom's Creek co-locate Tower, 707 Appalachian Drive.  
SP 05-016, Montgomery Regional Hospital ADA, 3700 South Main Street.  
SP 05-017, Clay Court, 401 South Main Street.

### **Subdivisions:**

SUB 04-032, Village at Toms Creek, phase III, 1500 Toms Creek Road, third review.  
SUB 05-004, Wyatt Farm lot line adjustment, 300 Vineyard Avenue, initial review.  
AUB 05-010, Rengin T. Holt Properties lot line revision, 501 Preston Avenue.



**Exceptions to Use and Design Standards:**

05-003, Spicer accessory structure size, 1506 Boxwood Drive, continued review.

**Board of Zoning Appeals received for review:**

BZA 031105, Starbucks Coffee, Appeal of Sign regulations, 202 South Main Street.

BZA 031105(b), Beta XI Corporation, Variance to minimum lot size, 102 Lucas Drive.

**Special Use Permit applications received for review:**

SUP 05-002, Blacksburg Friends Meeting, Religious Assembly use, 404 Mount Tabor Road.

SUP 05-003, Memorial Gardens of New River Valley, Amendment to Cemetery use, 2551 North Main Street.

SUP 05-004, Latter Day Saints, Religious Assembly use, 510 Porter Street.

SUP 05-005, Latter Day Saints, Amendment to Club & Religious Assembly use, 401 Washington Street.

**Request for Right-of-Way Vacation received for review:**

Ordinance 1381, Verbrugge unbuilt alley right-of-way vacation, 317 Sunset Boulevard.

**Zoning Administration:**

6 Violations in progress.

# E n g i n e e r i n g   D i v i s i o n



## **Water System Projects**

### **Highland Park Tank**

Electrical service has been installed to the tank valve vault and final site grading and seeding has been completed. The remaining items to be completed are the paving of the access road and installation of the telemetry. The paving should occur once the weather improves and asphalt is available. The contractor performing the telemetry installation has been informed that the site is ready for this work to begin.

### **Demolition of Existing Highland Park Tanks**

Town Staff met with the apparent low bidder and was satisfied that the contractor included all the necessary costs to perform the work in the bid and understood the project specifications. All references were checked and were satisfactory. The Notice To Award was mailed to the contractor and the Purchasing Department is obtaining the necessary bonds and the signed contract. Once these are obtained, the Notice To Proceed will be issued.

### **Replacement of Existing Highland Park Tanks**

Upon completion of the demolition of the existing tanks, the engineering consultant will proceed with the foundation and tank design. The construction schedule will be finalized upon completion of the design.

### **Backflow Program:**

- New residential backflows installed and inspected: 17
- New commercial backflows installed and test witnessed: 6
- Annual backflow tests completed: 93

- Backflow surveys: 23
- Permit value total: \$60

### **Water Quality Testing**

- Performed 4 Chlorine Residual Tests.
- Performed 4 water bacteria tests for new lines.



## **Sewer System Projects**

### **Inflow and Infiltration**

- Performed 8 residential I&I inspections through the Rental Program.
- The EMS I&I workgroup which consists of representative from Public Works and Planning & Engineering Divisions continues to meet monthly to coordinate the reporting and reduction of I&I sources throughout the Town of Blacksburg.
- Town Engineering staff continues to work in conjunction with the Public Works department to identify sources of inflow located on Town properties and has identified credits that can be applied to the sewer capacity database by the elimination of a sump pump located in an existing pump station.

### **Industrial Discharge Program**

Staff reviewed monthly numbers for all Industrial Discharge permit holders and all were found to be in compliance with the Town's permit requirements.

### **Grease/Oil Program**

- Staff has sent out educational materials to all food service establishments. This includes BMP's (Best Management Practices) for kitchens, information on the town code dealing with enforcement of violators, and storage requirements for outside areas.

### **New Industrial Park Pump Station**

The Department of Environmental Quality (DEQ) approved the Preliminary Engineering Report (PER) on March 3, 2005. Preliminary design and layout of the pump station is approximately 45% complete. The Project is currently behind schedule from the original targeted date of 60% design completion by March 24, 2005. However, the final design is still anticipated to be completed by the end of June 2005.

### **Murphy Pump Station**

Construction has been delayed by inclement weather and complications from the developer's need for an Army Corps of Engineers permit. Engineering staff are working with the developer and the Army Corps of Engineers to address all issues. AEP has assumed the burden of extending 3 phase power to the Murphy Pump Station and is working with the developer to secure necessary easements.

### **The BVPISA Webb Street & VT Commuter Lot Sewer Trunk Line Project**

Staff met with the Sanitation Authority Engineer on March 23 and March 29, 2005, to review the preliminary design for the trunk line. The Sanitation Authority Design Engineer is currently waiting on information from Virginia Tech to finalize the layout. Town staff anticipates negotiating design services for the project within the next 30 days.

### **Interim Alternatives Evaluation for the West Stroubles Sewer Shed Project**

Town staff is currently collecting and reviewing hydraulic data collected during the latest rain event on March 28, 2005. Hydraulic data is being used by the Consultant engineer as input data to the dynamic hydraulic model. Town staff expects preliminary modeling results within the next 14 days.

### **University City Boulevard Sewer Trunk Line Project**

Bids for the project were opened at 3:00 PM on March 31, 2005. The apparent low bidder is DLB Inc. from Hillsville, VA, with a current low bid of \$442,000. The cost of the project could be as high as

\$631,000 if rock is encountered. Preliminary geotechnical test bores collected prior to the bid indicate that the rock in the construction area is below the proposed gravity sewer pipe. The short time schedule and coordination with Virginia Tech are factors that contribute to the increased bid price on this project. Staff is currently working with DLB Inc. to determine if there are any additional measures that the Town can take to decrease the overall cost on this project. Anticipated construction start date on this project is April 11, 2005.

### **Cedar Run Pump Station Study and Upgrade Project**

The Town executed a percent complete Professional Services contract with Stearns & Wheeler LLC (S&W) on March 15, 2005 for a contract amount of \$63,900. The contract is for the Engineering Study and Upgrade design for the Cedar Run Pump Station as identified in RFP #662-04 issued on January 28, 2004. The project schedule is to be revised and submitted to the Town staff for approval the week of April 15, 2005. Currently, Town staff is submitting historical data to S&W to be used to finalize the project schedule.



## **Street Projects**

### **Downtown Improvement Project**

The staining of the old concrete should be completed by the end of April 2005, weather permitting.

### **Stanger/Prices Fork Hazard Mitigation Project**

Funding for this project has been approved by VDOT, who has yet to sign their signal contractor for this region and therefore all signal projects in this region have yet to be scheduled.

### **VDOT Urban Projects**

The Tom's Creek Interchange Project is moving on schedule. The five other VDOT Urban projects are continuing in the design process.

### **Planned Dumpster Enclosure Located in the Armory Parking Lot for Downtown**

The architectural firm has finished the design of the enclosure. Town Staff will draw up the plans for review and approval. This project should be under construction and finished mid summer.

### **Wong Park Parking Lot**

The Town has signed Blevins Contracting as the prime contractor. Work has already started by the surveyors staking out the project and property corners. The parking lot should be mostly completed by May 2005.

### **Streetlight Management**

- Streetlights were checked this month and 21 lights were reported as being out.



## **Stormwater Projects**

### **Montgomery Street Stormwater Improvements**

The second phase of the stormwater improvements to the Bennett Hill/Progress Neighborhood area is to install curb and gutter, and storm drains along Montgomery Street. Public Works has begun construction on this project again with the installation of the storm drain pipe along Montgomery Street. The installation of the curb and gutter will begin once the piping is completed. Public Works anticipates this project to be completed in May 2005.

### **MS4 Compliance Report**

Staff is working with Virginia Tech, Montgomery County, the Virginia DCR, and Citizens from the Town of Blacksburg to establish a Stroubles Creek watershed TMDL work group. A public meeting is scheduled to be held on Monday, March 4, 2005 between 5 and 7 PM at the Donaldson Brown Center.

Staff is also working on the year two MS4 compliance report to submit to the Department of Environmental Quality. This report will include a program outline and completion schedule in a Gant Chart format to show progress on our Storm Water Management Program. Staff is meeting with DCR MS4 Program Manager Mr. Doug Fritz on Wednesday, April 6, 2005 to discuss the Town's overall MS4 program.



## **Sidewalks/Trails**

### **Heritage Park – Tom's Creek Low Water Bridge**

Anderson & Associates have completed the field survey work. Survey data and FEMA hardcopy data are being combined into an electronic baseline hydraulic model for running flood simulations of Tom's Creek with the bridges in place.

### **North Main Bike Path**

Anderson & Associates staked the bicycle path centerline. Public Works began construction of the gravel sub-base, grading, and paving during the week of March 21, 2005. Inclement weather delayed work but final paving should be completed by April 11, 2005. The path is being extended from Wyatt Farm to Woodbine Drive. Affected property owners and neighborhood association representatives were notified.



## **Traffic**

### **NTCP**

A draft Edgewood transportation area survey is being prepared for review by the transportation area representative. Transportation area residents chose speed humps as a traffic calming option to address speeding and cut-through traffic. A 4-way stop at the intersection of Edgewood Lane and Allendale Court was installed following a petition to Traffic Committee. The 4-way stop met an MUTCD warrant for limited sight distance at the intersection.

Broce Drive NTCP traffic calming improvements will begin in April 2005. Construction of a traffic island at the intersection of Lora Lane and Broce Drive will start around April 4, 2005 and speed hump construction will start around April 18, 2005.

The Draper/Preston/Gracelyn transportation area meeting scheduled for February 28, 2005 was cancelled due to inclement weather and rescheduled to March 30, 2005, in which 19 people attended. Consensus could not be reached on permanent traffic calming choices to be placed on a transportation area survey. Instead, town staff will take several requests to Traffic Committee for consideration and initiate some temporary measures on Draper Road to monitor their impact on neighborhood traffic volumes. Traffic Committee items include: four-way stop at Draper/Miller, stop signs on Miller Street at the Huckleberry Trail, and limited right turns at Kent/Clay and Washington/Draper. Temporary measures on Draper Road include a half-closure on Draper Road at Miller Street and a second half-closure on Draper Road at Airport Road. The half-closures will be staggered with the Draper/Miller half-closure happening first. Traffic volumes on Draper Road and Preston Road will be monitored to gauge their impact. Following collection of traffic volume data, a meeting will be scheduled with transportation area residents to review the data, discuss the effectiveness of each half-closure, and determine their desirability as a permanent traffic calming solution. Any permanent traffic calming solution will require survey approval under existing NTCP guidelines.

### **South Main Street/Airport Road Traffic Signal Replacement**

Traffic signal plans received from Draper Aden were forwarded to Richardson-Wayland Electrical for a construction bid. The final bid is expected by April 1, 2005 and will be presented to Town Council for review and action. Richardson-Wayland expects traffic signal poles will take 12 weeks after Notice to Proceed for order and delivery. Construction will begin 10 weeks after Notice to Proceed with removal of existing equipment and construction of new traffic signal foundations.

# G I S   D i v i s i o n



## **Current Projects**

### **LiDAR – Contour Update**

Due to late winter weather and heavy rains, the aerial schedule for the LiDAR project has been delayed. Flight is scheduled to happen in the next window of time as soon as high water levels reside and sun and wind conditions are suitable for low altitude photography. The regional GIS Coordinators are working on distribution policies and pricing for the new products expected later this spring from this project.

### **Chloramination Project**

The GIS Division is providing graphics and flow statistics to assist the change in the town's water treatment to chloramination treatment.

# B u i l d i n g   a n d   I n s p e c t i o n s



## **New Construction**

### **Building Permits Issued**

Permits issued: 89  
New dwelling units: 32  
Inspections performed: 362  
Total building permits value: \$140,768.11  
Total value for construction: \$5,677,577.00  
Stop work order administrative fees charged: \$100  
Re-inspection fees charged: \$200  
Temporary Certificates of Occupancy: \$0

### **Approved Building Plans**

Map Tech – Foundation Only – Industrial Park.  
Oasis World Market – 1411 South Main Street – New Location Changes.

### **Issued Occupancies - Permanent - Commercial**

Re-issuance of Occupancies for Maple Ridge Town Homes – Phase 1.  
Re-issued Occupancy for Cinco De Mayo – Draper Road Location  
Re-issued Occupancy for Dairy Queen – College Avenue.





## **Property Maintenance Inspections**

### **Rental Inspections**

Registered properties: 715  
Rental property inspections: 12  
Re-inspections: 4  
Rental units passed: 10  
Reactive inspections: 11  
Proactive inspections: 10



## **Miscellaneous Information**

### **Building Official:**

Met with owners of Top of the Stairs.  
Met with Architect on CABO Fish Taco restaurant.  
Sent notices to all contractors concerning requirements for gas connections.  
Met with Architect for Storage Units on North Main Street.  
Met with Architect for Clay Corner Commercial Project.

### **Property Maintenance Official:**

Assisted the Building Official with inspections.  
Assisted Fredericksburg with information about Blacksburg's Rental program.  
Assisted Zoning with Delivery of Packets.  
Performed two Frat House Inspections.  
Completed demolition of condemned house at 906 Kabrich Street.

**Building Permits Issued for: March, 2004**

Permit #	Applicant/Owner	Location	Contractor	Units	Cost	Code
B-04-000453	Bill Madison	202 South Hill Dr.	Madison Contracting	0	10,000	RC
B-04-000639	James Gallimore	604 Cambridge Rd.	Gallimore Construction	0	1,225	RM
B-04-000643	James Gallimore	2712 Wellesley Court	Gallimore Construction	0	1,225	RM
B-04-000706	Tim Kurstedt	109 Maywood St.	A-1 Heating and Cooling	0	4,200	MS
B-04-000750	Randall Maxwell	217 College Avenue	Fire Safety Products	0	12,500	MC
B-04-000754	Janet Perrault	1580 Honeysuckle Dr.	Self	0	50,000	ASF
B-04-000760	Randall Maxwell	109-A College Avenue	Fire Safety Products	0	1,600	MC
B-04-000776	James Surrey	1305 Glen Cove Lane	Surrey Builders	0	37,000	ASF
B-04-000780	Julie Smith	200 Monticello Lane	Strong's	0	2,800	MS
B-04-000781	Julie Smith	2501 Capistrano St.	Strong's	0	4,400	MS
B-04-000788	Robert Lisk	118 Country Club Dr.	Robert F. Lisk General	0	33,079	RC
B-04-000789	Roger White	416 Clairmont Dr.	White Builders	1	138,775	NS
B-04-000790	Roger White	417 Clairmont Dr.	White Builders	1	119,795	NS
B-04-000791	Clyde Mitcham	836 Hutcheson Dr.	Blacksburg Plumbing	0	250	MS
B-04-000792	Clyde Mitcham	1531 South Main St.	Blacksburg Plumbing	0	2,500	MC
B-04-000793	Claude Pitzer	1730 Sage Lane	Community Housing Partners	1	120,000	NS
B-04-000794	Tom Bowden	1211 Village Way South	Restorations Unlimited	0	10,000	RS
B-04-000795	Matt Correll	126-B Jackson St.	Matthew Correll	0	5,000	RC
B-04-000796	John Walsh	1702 Glade Rd.	Walsh Electrical Contracting	0	650	EM
B-04-000797	Quintin Burch	1711 Suite 2 N. Main St.	Commonwealth Heating and Air	0	23,000	MC
B-04-000798	Tony Houff	603 Progress St.	Tony Houff Electrical	0	2,050	ESF
B-04-000799	James T. Bush	517 Country Club Dr.	James T. Bush, Contractor	1	225,000	NS
B-04-000800	Jonathan Couch	1535 S. Main St.	Boyd S. Construction	0	400	EC
B-04-000801	Danny Gallagher	202 S. Main St.	Pointe West Management	0	2,000	NS
B-04-000802	Bob Pack	220 S. Main St.	Pointe West Management	0	30,000	RC
B-04-000803	Julie Smith	2103 Chestnut Dr.	Strong's	0	2,500	MS
B-04-000804	Cindy Griffin	1711 Suite 2 N. Main St.	Little River Contracting	0	18,000	PLB
B-04-000805	Rich Alvis	104 Hubbard St.	Alvis Electric	0	7,435	EC
B-04-000806	Mike Augsburg	217 Mountain Breeze Dr.	S. M. Nichols Builder	1	150,000	NS
B-04-000807	Jason Boyle	206 Washington St.	Green Valley Woodworks	0	250	DE
B-04-000808	Kirby Connor	506 Woolwine St.	Eastern Construction	0	6,000	DE
B-04-000809	Eric Jones	3003 McLean Court	Shelter Alternatives	0	163,100	ASF
B-04-000810	Claude Pitzer	1728 Sage Lane	Community Housing Partners	1	130,000	NS
B-04-000811	Louis Whitlock	1607 Meadowbrook Dr.	Louis Whitlock	0	3,000	MS
B-04-000812	Clyde Mitcham	602 Piedmont St.	Blacksburg Plumbing	0	1,000	RW
B-04-000813	Steve Hill	205 Heights Lane	Hill Land Company	1	50,000	NS
B-04-000814	Steve Hill	207 Heights Lane	Hill Land Company	1	50,000	NS
B-04-000815	Steve Hill	211 Heights Lane	Hill Land Company	1	50,000	NS
B-04-000816	Steve Hill	209 Heights Lane	Hill Land Company	1	50,000	NS
B-04-000817	Jason Boyle	206 Washington St.	Green Valley Woodworks	0	50,000	AC
B-04-000846	Jerry Shepherd	303 Heartwood Crossing	Pearl Water Productions	1	75,000	NS
B-04-000847	Tim Kurstedt	111 Cohee Rd.	A-1 Heating and Air	0	15,600	MS
B-04-000848	Julie Smith	816 Cambridge Rd.	Strong's	0	1,700	MS
B-04-000849	Jerry Shepherd	301 Heartwood Crossing	Pearl Water Productions	1	75,000	NS
B-04-000850	Steve Hill	205 Heights Lane	Hill Land Company	0	100	MIS
B-04-000851	Steve Hill	207 Heights Lane	Hill Land Company	0	100	MIS
B-04-000852	Steve Hill	211 Heights Lane	Hill Land Company	0	100	MIS
B-04-000853	Steve Hill	1410 Locust Dr.	Mike's Roofing and Remodeling	0	3,500	RM
B-04-000854	Fred Alderman	107 Faystone Dr.	Fred Alderman	0	2,880	ESF
B-04-000855	Jerry Shepherd	2732 Green Meadow Dr.	Pearl Water Productions	1	120,000	NS
B-04-000856	Kenton McKee	104 Countryside Court	Bern Bushman Tree Service	0	4,028	ASF
B-04-000858	Timothy Connor	610 Rose Avenue	Montgomery Sanitation	0	800	RS
B-04-000861	Ben Trice	1208 Brook Circle	Fralin and Waldron	1	175,000	NS
B-04-000864	Ben Trice	1215 Brook Circle	Fralin and Waldron	1	192,000	NS
B-04-000865	Christina Howell	401 Ridgeview Dr.	TB Home Improvement	0	5,100	ASF
B-04-000868	Ben Trice	1129 Brook Circle	Fralin and Waldron	1	149,000	NS
B-04-000869	Carl Cirillo	401 Ridgeview Dr.	Environmental Engineering	0	250	DE
B-04-000870	Steve Gerus	1711 Suite 2 N. Main St.	Bell Electric	0	15,000	EC
B-04-000872	Clyde Mitcham	1303 N. Main St.	Blacksburg Plumbing	0	1,500	RW
B-04-000873	Robert Welch	510 Lee St.	Robert Welch Contracting	0	25,000	RS

**Total Construction Value for March, 2004**

1,646,010

**Total New Dwelling Units for March, 2004**

6

**Total Number of Permits Issued for March, 2004**

49

**Total Number of Inspections for March, 2004**

428

**Total Number of Building Permit Fees Collected for March, 2004**

27,159

**Total Amount of Stop Work Order Admin Fees Collected March, 2004**

200.00